

# Madison Fire District

## Pre-Fire Inspection Checklist

### Fire Prevention Bureau

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Fire Inspectors look at many items in your business. As a public service, Madison Fire Prevention Bureau is providing you a self-checklist to assist you and your business in making an assessment of your surroundings before and after the Official inspection by bureau members.

The checklist will give you a better understanding of what Inspectors look for and will assist you in obtaining a complete/passing inspection during the first visit. *The checklist is NOT all inclusive as some businesses will require other items above and beyond what is on the list.* Your inspector looks forward to discussing these additional items during the visit if requested.

Madison Fire District has adopted the Ohio Fire Code as the model code for the community. Fire Inspectors use this and other referenced codes as a standard for inspections within the fire district. You may view the Ohio Fire Code at the following link:

<https://www2.iccsafe.org/states/ohiofire/>

This is NOT the only code enforced by the Fire Prevention Bureau. Other referenced codes may be used based on circumstances presented to the bureau inspector.

Should you require further information, please feel free to contact the inspection bureau at the above number or via e-mail. An inspector will contact you within a reasonable amount of time to answer your questions.

Yours in Safety:

Madison Fire District  
Inspection Bureau

# Inspection Checklist

## **A. Exits**

- Door/aisle is not obstructed
- Illuminated exit signs maintained in working order
- Proper lock/hardware on exit door (no flush bolts, hasps, etc.)
- Means of egress shall be kept clear
- Emergency lights maintained and in working order
- Exit doors open easily and close after opening
- Doors with panic hardware shall have no other locking devices
- There is a sign over the main entrance, "this door to remain unlocked during business hours," if the door has a double-keyed deadbolt
- Maximum occupancy signage shall be posted in a conspicuous location near the main entrance for assembly occupancies

## **B. EXTINGUISHER/FIRE PROTECTION EQUIPMENT**

- A minimum 2A10BC extinguisher(s) installed as directed (most places will require extinguishers with a minimum rating of 3A40BC)
- Hood extinguishing system maintained, and six month service and cleaning documented
- Fire extinguishers serviced within the past year and a new service inspection tag attached
- Extinguishers are securely mounted or in an approved cabinet
- Fire extinguishers are not obstructed and in plain view
- Fire extinguisher top shall be placed between 36" and 50" from floor
- Class K extinguisher installed within 30' of hood and duct system
- Fire alarm system in proper working order AND tested annually with accurate documentation
- 18" clearance between storage and sprinkler heads
- Sprinkler system shall be maintained AND tested annually with accurate documentation
- Private hydrants (painted red) maintained AND flushed yearly
- Standpipe shall be tested every 5 years , and flows taken every three years

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- Maintain access to fire hydrants and connections for sprinkler and standpipe systems
- Fire and smoke walls shall be maintained and have no opening other than those allowed by the fire code

**C. ELECTRICAL**

- NO extension cords in use in place of permanent wiring. (Power strips with breaker buttons are acceptable)
- Electrical panel is not overloaded or obstructed
- 36" clearance maintained in front of electrical panels
- No multi-plug adapters in use, other than approved power strips
- There are no spliced or frayed cords or wires
- Spacers/blanks installed in electrical panel gap(s)
- Circuit breakers are labeled
- No broken, faulty, or missing switches or outlets
- No missing covers for switches, outlets, junction boxes, electrical panels etc.
- Electrical cords do not extend through walls, ceilings, floors, or above or under doors or floor coverings
- No exposed wiring in conduit

**D. APPLIANCES/MECHANICAL DEVICES**

- All appliances are properly wired, connected and vented

**E. STORAGE/ COMUSTIBLE MATERIAL/ HOUSEKEEPING**

- Flammable liquid properly stored
- No accumulation of combustible materials
- Oil rags in non-combustible container with lid
- Compressed gas cylinders secured regardless if full, in-use, or empty
- "No Smoking" signs installed as required in areas where combustible materials are stored
- Area around building free of combustible material (weeds, trash, boxes, etc.)
- Maintain storage 24" below ceilings without a sprinkler system

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- Maintain 36" clearance around items such as furnace and hot water tanks and other ignition sources
- No storage shall be kept in exit stairways

**F. MISCELLANEOUS**

- Fire Access Lanes shall be approved by the fire district
- Fire Access Lanes shall be properly identified and maintained
- Knox box entry system mounted in an accessible place for Madison Fire District use only
- Charcoal grills, propane grills and/or other open-flame cooking devices shall not be located on combustible balconies or within 10' of combustible construction. EXCEPTIONS: 1) One and two family dwellings, and 2) Where balconies/decks are protected by an automatic sprinkler system
- Address numbers shall be posted in contrasting colors on front and rear doors for commercial businesses. Numbers shall be a minimum of 8" high on the front and 4" on back. All other structures shall be 4" except home daycares, which shall be 6".

**NOTE: This list is a general guideline only for common violations that can be readily determined and corrected by the occupant.**